



Information Session



Call for Proposals (Restricted)

“EU Peacebuilding Initiative”

Reference: **EuropeAid/151271/DD/ACT/Multi**

Deadline for submission of Concept note:

5 April 2016 at 13:00 local time

15 March 2016



Applicable procedures

Practical Guide to contract procedures for European Union external actions(PRAG)

(2016)
(Section 6 – Grants)

<http://ec.europa.eu/europeaid/prag/document.do?locale=en>



The PRAG on EuropeAid's Website

Contact | Search | Legal notice
en fr es pt

 INTERNATIONAL COOPERATION AND DEVELOPMENT
eContent

European Commission > EuropeAid > Prag > PRAG

Version 2016.0 Document Annexes Download available languages Previous versions Keywords External links Search

- ▶ 1. Introduction
- ▶ 2. Basic rules
- ▶ 3. Service contracts
- ▶ 4. Supply contracts
- ▶ 5. Works contracts
- ▶ 6. Grants
- ▶ 7. Legal Texts
- ▶ 8. List of Annexes



15 January 2016

PRAG 2016 is applicable to procedures where the contract notice / guidelines for applicants have been published as from 15 January 2016.



The PRAG on EuropeAid's Website



European
Commission

Contact | Search | Legal notice
en fr es pt

INTERNATIONAL COOPERATION AND DEVELOPMENT

eContent

European Commission > EuropeAid > Prag

Version 2016.0
Document
Annexes
Download available languages
Previous versions
Keywords
External links
Search

- ▶ 1. Introduction
- ▶ 2. Basic rules
- ▶ 3. Service contracts
- ▶ 4. Supply contracts
- ▶ 5. Works contracts
- ▼ 6. Grants
 - ▶ 6.1. Basic rules for grant contracts
 - ▶ 6.2. Forms of grants
 - ▶ 6.3. Overview
 - ▶ 6.4. Award procedures
 - ▶ 6.5. Call for proposals
 - 6.6. Low value grants
 - 6.7. Restricted call for proposals
 - ▶ 6.8. Modifying grant contracts
 - ▶ 6.9. Award of contracts & financial support to third parties by grant beneficiaries
 - ▶ 6.10. Grants to organisations whose pillars have been positively assessed, (other) international organisations and national bodies
 - 6.11. List of Annexes
- ▶ 7. Legal Texts
- 8. List of Annexes

⌂ ⏪ ⏩

6. Grants

For the purpose of this section, the term "grant beneficiary" should be understood as (i) the only beneficiary of the grant (in case of mono-beneficiary grants) or as (ii) all beneficiaries of the grant (in case of multi-beneficiaries grants).

Where it is not specified otherwise the lead applicant (i.e. the organisation or individual who submits an application for a grant) and the co-applicant(s) are hereinafter jointly referred as the applicant(s).

- [6.1. Basic rules for grant contracts](#)
- [6.2. Forms of grants](#)
- [6.3. Overview](#)
- [6.4. Award procedures](#)
- [6.5. Call for proposals](#)
- [6.6. Low value grants](#)
- [6.7. Restricted call for proposals](#)
- [6.8. Modifying grant contracts](#)
- [6.9. Award of contracts & financial support to third parties by grant beneficiaries](#)
- [6.10. Grants to organisations whose pillars have been positively assessed, \(other\) international organisations and national bodies](#)
- [6.11. List of Annexes](#)

⏪ ⏩



Guiding Principles for Grants

The award of grants are subject to 6 principles

- **Transparency** (public calls and procedures)
- **Equal treatment** (standard evaluation procedure)
- **Non-accumulation** (only one EU grant per project)
- **Non retroactivity** (expenditure after the signature)
- **Co-financing** (sharing costs, thresholds in guidelines)
- **Non-profit** (a grant cannot produce profit)



Complementarity with other EU Programmes

The EU Peacebuilding Initiative exists alongside other EU Programmes, including the European Instrument for Democracy and Human Rights. Synergy with other EU initiatives and avoidance of duplication will be carefully assessed during the evaluation process.



Where to find the published Call

1) On the website of the EU Delegation under Grants & Tenders

The screenshot shows the website of the Delegation of the European Union to Israel. The header features the EU flag logo and the text 'Delegation of the European Union to Israel'. Below the header is a navigation breadcrumb: 'EUROPA > EEAS > EU DELEGATIONS > ISRAEL > ... > GRANTS'. A 'Share' button is visible in the top right corner.

The main content area is titled 'Grants'. It includes a sub-header: 'Grants can be awarded as donations to third parties that are engaged in external aid activities.' Below this is a link: 'How to apply for a grant?'. The text explains that all information about grants and contracts can be found on the EuropeAid's website, which is the EU department that deals with development and ensures that assistance is delivered. It also mentions a 'practical guide' that explains the procedures for applying for external aid financed by the European Commission.

At the bottom, there is a table with two columns: 'Grants' and 'Last update:'. The table lists the 'EU Peacebuilding Initiative' with a last update date of '22/02/16 - 05/04/16'.

Grants	Last update:
EU Peacebuilding Initiative	22/02/16 - 05/04/16



2) On EuropeAid's website:

Legal notice | Contact | Search English (en)

DEVELOPMENT AND COOPERATION - EUROPEAID
Calls for proposals & Procurement notices

European Commission > EuropeAid > Work with us > Funding > Calls for proposals & Procurement notices

Calls for proposals & Procurement notices

Latest Publications Search by reference Advanced Search Help

Reference Search

EU Peacebuilding Initiative [Apply](#)

Reference
Published 18/02/2016
Status Open * 5/04/2016
Programme Neighbourhood
Budget 4,900,000 (EUR)

Updated 19/02/2016
Type Action Grants
Geographical Zone

Documents

English:

1 - Annex B & Budget.xls	19/02/2016
1.7 Annex J-Tax regime.doc	18/02/2016
Annex A.2 - Full application.rtf	18/02/2016
Annex A.1 - Concept note.rtf	18/02/2016
Final Guidelines for grant applicants (TA+EUREP).rtf	18/02/2016
Annex C - Logical framework.doc	18/02/2016
Annex D - Legal Entity File (public law body).pdf	18/02/2016
Annex D - Legal Entity Sheet (private or public law body with legal form).pdf	18/02/2016
Annex D - Legal Entity Sheet (natural person).pdf	18/02/2016
Annex E - Financial Identification Form.pdf	18/02/2016
Annex F - PADOR offline Form.pdf	18/02/2016
Annex G - Standard Grant Contract.zip	18/02/2016
Annex K - Guidelines and Checklist for assessing Budget and Simplified cost options.doc	18/02/2016

| Top



Specific Objectives of the Call

1.

to promote conditions for a negotiated settlement of the conflict via participatory civil engagement, and via enhanced mutual understanding, confidence and trust.

2.

to contribute to peacebuilding through joint work supporting socio-economic development in, and empowerment of, the most conflict-affected communities.



Priorities

- Division into two Lots
- Applicants can apply for Lot 1 or Lot 2.

LOT 1

Participatory civil engagement in peacebuilding

LOT 2

Joint work for peacebuilding



Basic Definitions

- **The Lead Applicant** (main responsibility)
- The lead applicant may act with **Co-applicant(s)**: both become grant beneficiary(ies)
- **Affiliated entities** (may receive funds – same eligibility criteria as applicant and co-applicant)
- **Associates** (only per diem and travel – no statement to sign)
- **Contractor** (subject to procurement rules – no statement)



Financial Allocation

Size of grants

- The overall amount under this call is **4.9 million EUR**
- **MINIMUM** amount : **EUR 300.000**
- **MAXIMUM** amount: **EUR 500.000**
- **MINIMUM** % of rate of EU co-financing: **60%** of the total of the eligible costs of the action
- **MAXIMUM** % of rate of EU co-financing: **80%** of the total of the eligible costs of the action



Eligibility Criteria

Three sets of eligibility criteria:

1. Eligibility of applicants, co-applicants and affiliated entities;
2. Eligibility of actions: actions for which an application may be made;
3. Eligibility of costs: costs which may be taken into account (eligible) for the grant



Eligibility of Applicants, Co-applicants and Affiliated Entities

- Be legal persons;
- Be non profit making;
- Be specific types of organisations established in MS of EU, ENI South, PAA, EEA;
- Be directly responsible for the preparation and management of the action, not acting as intermediary.
- For actions presented by applicants from countries and localities other than Palestine , Israel or Jordan, a partnership with a local organization from either of these countries and localities is OBLIGATORY.



Grounds for exclusion

Potential Applicants, Co-Applicants and Affiliated Entities may not participate in Calls for Proposals or be awarded grants if they are

1. Bankrupt;
2. Convicted of professional misconduct;
3. Not fulfilling their obligations as to social security, taxes;
4. Convicted of fraud, corruption, criminal or illegal activities;
5. Subject to administrative penalty by the EU.

→ **Declaration should be submitted TWICE with :
Concept Note & Full Application**



Eligibility of Actions

- **Duration**: Between **24** and **48** months
- **Sectors or themes**: Actions must be in line with the priorities described in point 1.2 of the guidelines.
- **Location**: oPt and/or Israel. Specific activities, within the scope of the action and for its benefit, may also be implemented in the region (primarily in Jordan) or in Europe.
- **Types of action excluded** : Scholarships for studies or participation in workshops, seminars, etc, one-off conferences, actions to support political parties, proselytism (see point 2.1.4 of the Guidelines)



Eligibility of Actions

- Location: oPt, Israel
- Duration: 24-48 months
- Types of Actions: see description under priorities for Lot 1 and Lot 2
- Subgranting is allowed (support to third parties) up to 60,000EUR with mandatory conditions defined in the application to avoid exercise of discretion.



Number of applications

- ✓ The lead applicant may submit **ONLY ONE** application
- ✓ The lead applicant may not be awarded more than **ONE** grant
- ✓ The lead applicant may be a co-applicant or an affiliated entity in another application at the same time
- ✓ The applicant may apply to Lot 1 **OR** to Lot 2

- ✓ A co-applicant/affiliated entity may submit **ONLY ONE** application
- ✓ A co-applicant/affiliated entity may not be awarded more than **ONE** grant
- ✓ A co-applicant/affiliated entity may apply to Lot 1 **OR** to Lot 2



Eligibility of Costs

- Budget of the action in EUR
- Direct eligible costs (actual – necessary – documented)
- Actual costs incurred or simplified cost options (unit costs, lump sums, flat-rate financing): Max. 60,000 EUR per Grant Contract
- Contingency reserve (5% - prior authorisation)
- Indirect costs (7% - no supporting documents, no duplication)
- Evaluation, audit, visibility
- Ineligible costs (contributions in kind, debts, provisions for losses, currency exchange losses, taxes, purchases of land and buildings, credits to third parties, salary costs of personnel of nat. administrations, items already financed...)

Budget: Realistic and Cost Effective !!

It must include costs for monitoring, evaluation, visibility and verification of expenditures. It can be reduced but never increased during negotiation and/or implementation. The budget is ALWAYS linked to an action and there must be a coherence between the two.



Budget Format

1. Budget for the Action ¹	All Years				Year 1 ²			
	Unit ³	# of units	Unit value (in EUR)	Total Cost (in EUR) ⁴	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
Costs								
1. Human Resources								
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁵								
1.1.1 Technical	Per month				Per month			
1.1.2 Administrative/ support staff	Per month				Per month			
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month				Per month			
1.3 Per diems for missions/travel ⁶								
1.3.1 Abroad (staff assigned to the Action)	Per diem				Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem				Per diem			
1.3.3 Seminar/conference participants	Per diem				Per diem			
Subtotal Human Resources								
2. Travel⁷								
2.1 International travel	Per flight				Per flight			
2.2 Local transportation	Per month				Per month			
Subtotal Travel								
3. Equipment and supplies⁷								
3.1 Purchase or rent of vehicles	Per vehicle				Per vehicle			
3.2 Furniture, computer equipment								
3.3 Machines, tools...								
3.4 Spare parts/equipment for machines, tools								
3.5 Other (please specify)								
Subtotal Equipment and supplies								
4. Local office								
4.1 Vehicle costs	Per month				Per month			
4.2 Office rent	Per month				Per month			
4.3 Consumables - office supplies	Per month				Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month				Per month			
Subtotal Local office								
5. Other costs, services⁸								
5.1 Publications ⁹								
5.2 Studies, research ⁹								
5.3 Expenditure verification/Audit								
5.4 Evaluation costs								
5.5 Translation, interpreters								
5.6 Financial services (bank guarantee costs etc.)								
5.7 Costs of conferences/seminars ⁹								
5.8 Visibility actions ¹⁰								
Subtotal Other costs, services								
6. Other								
Subtotal Other								
7. Subtotal direct eligible costs of the Action (1-6)								

This section must be completed if the Action is to be implemented over more than one reporting period (usually 12 months).



Budget Format

1. Budget for the Action ¹	All Years				Year 1 ²			
	Unit ¹³	# of units	Unit value (in EUR)	Total Cost (in EUR) ⁵	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
Costs								
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)								
9. Total eligible costs of the Action (7+ 8)								
10. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)								
11. Total eligible costs (9+10)								
12. - Taxes ¹¹ - Contributions in kind ¹²								
13. Total accepted¹¹ costs of the Action (11+12)								



Justification for Budget Items

2. Justification of the Budget for the Action	All Years	
Costs	Clarification of the budget items <i>Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities and/or results in the Description of the Action).</i>	Justification of the estimated costs <i>Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs or on simplified cost options if allowed, as described in section 2.1.5 of the Guidelines for Grants Applicants</i>
5.2 Studies, research		
5.3 Expenditure verification/Audit		
5.4 Evaluation costs		
5.5 Translation, interpreters		
5.6 Financial services (bank guarantee costs etc.)		
5.7 Costs of conferences/seminars		
5.8. Visibility actions		
Subtotal Other costs, services		
6. Other		
Subtotal Other		
12. - Taxes		
- Contributions in kind		



Sources of Funding

3. Expected sources of funding & summary of estimated costs ¹		
	Amount	Percentage
	EUR	%
Expected sources of funding		
EU/EDF contribution sought in this application (A)		
Other contributions (Applicant, other Donors etc)		
<i>Name</i>	<i>Conditions</i> ⁶	
Revenue from the Action		
To be inserted if applicable and allowed by the guidelines: In-kind contributions ⁵		
Expected TOTAL CONTRIBUTIONS		
Estimated Costs		
Estimated TOTAL ELIGIBLE COSTS ² (B)		
EU/EDF contribution expressed as a percentage of total eligible costs ⁴ (A/B x 100)		
To be inserted if applicable and allowed by the guidelines: Taxes/In-kind contributions ⁵		
Estimated TOTAL ACCEPTED COSTS ³ (C)		
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/C x 100)		



Simplified Cost Options

- Limited to € 60.000 per beneficiary of the grant contract (exclusive of the 7% of indirect costs)
- Proposal by the beneficiary + approval by the CA
- The methods used by the Beneficiary(ies) to determine the simplified cost options **must be clearly described in Annex III** (justification sheet of the budget)



Simplified Cost Options

Can be based on: (ref. ANNEX K)

- Statistical data or other external data as appropriate
- Certified or auditable historical data
- Actual accounting or cost accounting



Simplified Cost Options

- Applicants proposing simplified cost options must clearly indicate in the first worksheet of the Action Budget , each heading/item of eligible costs concerned by this type of financing, i.e. state in capital letters;
- "UNIT COST" (per month/flight etc.),
- "LUMP SUM" or "FLAT RATE" in the Unit column, as in the example below.
- Use different lines for each type of simplified cost options and per beneficiary.



Simplified Cost Options

- Once decided to use Simplified Cost options **THERE IS NO TURNING BACK**
- Can **NOT** be amended in accordance with art. 9 of the General Conditions applicable to European Union-Financed grant contracts for external actions.



Simplified Cost Options

Budget for the Action	All Years			
	Unit	# of units	Unit value (in EUR)	Costs (in EUR)
1. Human Resources				
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴				
1.1.1 Technical	per month	12	4.000	48.000
1.1.2 Administrative/ support staff	UNIT COST per month	12	3.500	42.000
1.3 Per diems for missions/travel ⁵				
1.3.1 Abroad (staff assigned to the Action)	per diem	60	100	6.000
1.3.2 Local (staff assigned to the Action)	UNIT COST per diem	200	20	4.000
Subtotal Human Resources				100.000
2. Travel⁶				
2.1. International travel	Per flight	5	1.000	5.000
2.2 Local transportation	UNIT COST Per month	12	200	2.400
Subtotal Travel				7.400
4. Local office	FLAT RATE		3%	2.700
4.1 Vehicle costs	Per month			
4.2 Office rent	Per month			
4.3 Consumables - office supplies	Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month			
Subtotal Local office				2.700
5. Other costs, services⁸				
5.1 Publications ⁹				
5.2 Studies, research ⁹	LUMP SUM			8.000
Subtotal Other costs, services				8.000



How to apply? PADOR

Registration in PADOR obligatory for lead applicants BEFORE Deadline

The screenshot shows the website for International Cooperation and Development (ICD) under the European Commission. The main heading is "INTERNATIONAL COOPERATION AND DEVELOPMENT" with the tagline "Building partnerships for change in developing countries". The breadcrumb trail is "European Commission > International Cooperation and Development > Webpages > Pador%2520onlineservice.en". The navigation menu includes: Home, About Us, Policies, Sectors, Countries & Regions, Projects & Results, Funding, Library, and News & Events. The main content area is titled "Applicant's registration (PADOR)".

FUNDING

- About Funding and Procedures
- About Grants**
 - What are grants?
 - How to apply for a grant?
 - Applicant' registration (PADOR)**
 - ECAS Registration
 - I need the EuropeAid ID of my organisation
 - PADOR helpdesk
 - PADOR off-line form
 - Username forgotten?
 - How to manage a grant?
- About Procurement contracts

The advanced search helps you navigate through content available by using the search filters on the right-hand side (by selecting or de-selecting entries).

Potential Applicant Data On-Line Registration (PADOR) is an on-line database in which organisations register as potential applicants to calls. Organisations are invited to regularly update their information, and EuropeAid uses it to evaluate their operational and financial capacity, as well as their eligibility to participate in calls for proposals.

PADOR eases the application process for organisations, as they are not obliged to re-submit this information separately each time they participate in a call. They simply indicate their unique identification number, called EuropeAid ID (PADOR number), in their application forms.

IMPORTANT INFORMATION

Due to the new EuropeAid Website, this content is only available in English. Spanish and French will soon be available. We apologise for any inconvenience that this may cause you.

NEW USER?

[Click here](#) to get a username and password from the EC Authentication Service (ECAS)

USEFUL LINKS

- HelpDesk

RECENT DOCUMENTS

- PADOR Guide for affiliated entities
- FAQ on PADOR
- PADOR Guide for co-applicants
- PADOR Offline Form
- PADOR Guide for applicants

[View more](#)

TOOLS

PRAG
Practical Guide

http://ec.europa.eu/europeaid/pador_en

Helpdesk:

Europeaid-IT-support@ec.europa.eu



How to apply ?

Phase 1 – Concept Note

FILL and **SUBMIT** the **Concept Note**
in **ENGLISH** by the deadline

05 April 2016 13:00H (Jerusalem time)

- Follow concept note instructions (annex A.1) of Grant Application Form
- Provide an estimate of the amount of contribution requested from the EU
- Only pre-selected applicants will provide a detailed budget in phase 2 (the EU contribution may not vary by more than 20% from the initial estimate)



How to apply ?

PROSPECT

Concept note + declaration of lead applicant.

<https://webgate.ec.europa.eu/europeaid/prospect>

How to use prospect: presentation and video

ECAS: <https://www.cc.cec/cas/register>

Questions: IT helpdesk

EuropeAid-IT-support@ec.europa.eu

Only if impossible for technical reasons: proposal in a sealed envelope.



Further information

Email: DELEGATION-WEST-BANK-GAZA-PFP@eeas.europa.eu

by 15 March 2015

Frequently Asked Questions (FAQ):
Final Publication on 25 March 2015
on EuropeAid website



How to apply ?

Phase 2 – Full Application

Invited applicants **FILL** and **SUBMIT** the **Full Application Form** through in **ENGLISH** by a given deadline (minimum 45 days from invitation letter)

FILL full application form (annex A.2 of the guidelines)

+ Budget (Annex B)

+ Logical framework (Annex C)

+ Legal Entity Sheet for Applicant and Co-Applicant(s)(Annex D)

+ Financial Identification Form Only for Applicant(s) (Annex E)



How to apply ?

PROSPECT

EuropeAid Information Systems Knowledge Base

Spaces People Calendars Browse Create Search

EuropeAid IS Knowledge base / Home / EuropeAid IS Knowledge base

PROSPECT (EN)

Created by Iason FOSCOLOS, last modified by Ana MASALAGIU on Feb 23, 2016

[Français](#)
[Español](#)
[português](#)

Looking for

[Manual](#)
[E-learning](#)
[Frequently Asked Questions](#)
[Presentation on PROSPECT](#)

About PROSPECT

PROSPECT is an electronic system developed for **the management of calls for proposals in the field of external action.**

Submit your proposals online!

PROSPECT allows applicants to submit their proposals online, follow up the status of their application in real time, and receive the evaluation results instantly online! You will also receive an automatic notification in case a new document (Clarifications, Corrigendum, etc.) is published for your call.

IT Helpdesk

If you have a technical problem or a business question contact the **DEVCO APPLICATION Support** mailbox.

Powered by Atlassian Confluence 5.8.16, Team Collaboration Software · Report a bug · Atlassian News



Evaluation Process

- **STEP 1:** Opening and Administrative check and Evaluation of Concept Notes
- **STEP 2:** Evaluation of Full Application
- **STEP 3:** Verification of eligibility of applicant, co-applicants and affiliated entities (supporting documents)

Indicative Timetable

Information to applicants on Concept Notes: 28 May

Invitations to submit Full Application: 01 June

Deadline for submission of Full Application: 20 September

Notification of Award: October 2016



Our advice

- READ GUIDELINES CAREFULLY
- GIVE YOURSELF SUFFICIENT TIME TO MEET DEADLINE
- DOUBLE CHECK APPLICATIONS, CHECKLISTS, COPIES, SIGNATURES
- CHECK QUESTIONS/ANSWERS ON WEBSITE + DEADLINES FOR CLARIFICATIONS
- DRAFT LOGFRAME BEFORE CONCEPT NOTE AND USE IT FOR FULL APPLICATION



Good luck and thank you
for your interest

Any questions?